



FACILITY USE INFORMATION GUIDE SENIOR CENTER

The Santa Clara Senior Center may be rented for social functions by Santa Clara residents over the age of 50 years. Businesses, organizations, clubs, and other special interest groups based in the City of Santa Clara may rent the Senior Center; those based outside the City of Santa Clara, whose membership is comprised of at least 51% City of Santa Clara residents (age 50 and older), may also rent the Senior Center. **All functions held at this facility must be for the benefit of adults over the age of 50 years.** The following rules and guidelines have been established for the private use of this facility. City of Santa Clara facilities may not be used by for-profit organizations to conduct business activities, business meetings, seminars, and/or training sessions, etc.

I. FACILITY USE QUALIFICATIONS

The following groups/individuals may apply to rent a room at the Senior Center. They must fall into one of the "priorities" listed below:

Priority Requirements

1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District, other school districts having reciprocal agreements with the City as well as other schools located within the City limits.
3	West Valley/Mission College, other governmental units, and public agencies.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches, and charitable organizations.
8	<ul style="list-style-type: none">•Special interest groups (dance clubs, photo clubs, art associations, sports clubs, etc.) based in the City of Santa Clara.•Special interest groups (dance clubs, photo clubs, art associations, sports clubs, etc.) based outside the City of Santa Clara with a minimum membership of 51% City of Santa Clara residents.•A membership roster is required.
9	<p>Private Parties: (Social Functions)</p> <ul style="list-style-type: none">•All groups' priority #1, 2, 3, 5, 6, & 8 above who wish to conduct a special activity not open to the general public.•City of Santa Clara businesses and Santa Clara based organizations conducting non-business activities•City of Santa Clara residents conducting private, family or invitational parties, receptions, or social activities, picnics, etc.•Individual requesting permit must be over the age of 50 and a Santa Clara resident.
10	Fund raising activities - all priorities in categories 2-9.

II. APPLICATION PROCESS

A. All Senior Center permit applications must be made in person at the Senior Center during normal business hours. Please call to confirm office hours in advance. Reservations are not accepted by phone.

B. Proof of Age and Santa Clara Residency

1. Residents must provide proof of age and City of Santa Clara residency. Proof of age can be established with any one of these items: current driver license or state issued ID card; Government issued passport, Birth Certificate. Proof of City of Santa Clara residency may be established by: Current California driver license or state issued ID card (dated within a year), current utility bill containing your name and Santa Clara address, current property tax bill, or business mail with your name and Santa Clara address dated within the last 30 days.



2. Businesses based in the City of Santa Clara must provide proof of a physical Santa Clara address (P.O. Boxes are not accepted as proof).
3. Organizations based outside the City of Santa Clara who have a minimum of 51% Santa Clara resident membership must provide a roster no later than seven working days after an application has been completed. Rosters must include the organization's name, the members' names along with home addresses and phone numbers.
4. Santa Clara based-businesses who rent their property do not qualify as residents to reserve a city facility.

C. Reservations

1. An Application for Permit can be accepted no earlier than four months to the day or no later than seven days in advance of the day(s) requested. (Example: If June 6th is the date desired, the earliest application date would be February 6th; the latest application date would be May 30th). If the earliest application date falls on a Sunday, a holiday and/or a furlough day, the application will be accepted the following work day.

Reservation Schedule

Month of Use	When to Apply	Month of Use	When to Apply
January.....	September	July	March
February	October	August.....	April
March	November	September.....	May
April.....	December	October.....	June
May.....	January	November.....	July
June	February	December	August

2. If more than one person simultaneously applies to reserve the same date, Senior Center staff will check the applicants' Santa Clara residency requirements and those qualified will draw numbers; the person drawing the lowest number will have the first opportunity to apply for a permit. Only one person per group may draw a number. Drawing will take place during business hours, four months in advance of use date.
3. An Application for Permit is considered tentative until written approval has been provided by Santa Clara Parks and Recreation Department. Approval or denial will occur approximately 7 to 10 days after the application has been submitted.
4. Once approved, the application for a permit becomes a contract.

III. TERMS OF USE

A. Security Deposits

1. A security deposit of \$150.00 is required at the time of booking to hold a reservation (payable by cash, check, or credit card). The Senior Center will refund an applicant's security deposit if, in the estimation of the Senior Center management, no damage has occurred to the facility and/or property and the area(s) used are left in "reasonably clean condition" (i.e., tables cleared, all decorations removed and disposed of properly, and trash is put in garbage cans) or the application for permit to use a facility is not approved.
2. Deposits are refunded by mail for check or cash payments approximately three weeks after event or are refunded immediately if originally paid by credit card.
3. Use of city audio equipment (a single microphone) requires a reservation and a security deposit of \$75.00 (fully refundable once returned at end of permit).



B. Fees

1. Balance of fees is due no less than ten (10) days prior to the reservation date. A fees due notice will be mailed to applicant prior to the final payment due date. If the balance of fees is not received by the due date, the contract may be cancelled by the Parks and Recreation Department and the security deposit will be forfeited.
2. Rental charges commence at the time the applicant enters the facility. This includes time required for set-up, decorating, food preparation, and/or other.
3. Applicant must adhere to the rental hours on the approved contract. If an event lasts longer than originally scheduled, additional fees will be charged.
4. If an event ends prior to the originally scheduled time, fees will not be prorated and/or refunded.
5. Maintenance staff is required at all facility functions. The Parks and Recreation Department determines the number of staff and the length of time they are scheduled. Hourly rate for each maintenance personnel is \$29.

C. Cancellation Fees

1. Reservations which are cancelled at least seven days in advance are subject to a \$43.00 cancellation fee which will be deducted from the security deposit.
2. Cancellations made less than seven days in advance of the scheduled event will forfeit all rental fees.

D. Hours of use

1. The Senior Center can be reserved Mondays through Fridays between 8:00 am – 11:00 pm, Saturdays between 9:00 am – 11:00 pm, and Sundays 11:00 am – 11:00 pm.
2. A minimum rental of three hours is required for social events and four hours for fundraising events. Meetings may last a maximum of three hours.
3. Rental time must include set-up and clean-up times.

III. FACILITIES AVAILABLE FOR RENT

ROOMS	MAXIMUM CAPACITY	PRIORITY 1 & 2 FEES	PRIORITY 3, 5, 8 FEES	PRIORITY 6 FEES	PRIORITY 9 FEES	PRIORITY 10 FEES	SECURITY DEPOSITS	FOOD **	ALCOHOL**	AMPLIFIED** SOUND
#101 Auditorium & Kitchen • Theatre • Dining	500 270		\$220/hr	Not available	\$220/hr	15% of gross receipts or same as Priority #9	\$150	Yes	Yes	Yes
#149 Ceramics	39		\$64/hr	\$25/mtg	\$64/hr		\$50	Yes	No	No
#205 Conference	23		\$64/hr	\$25/mtg	\$64/hr		\$50	Yes	No	No
#222 Dance Aerobics	100		\$64/hr	\$25/mtg	\$64/hr		\$50	Yes	No	No
#232 Dance Theater	49		\$64/hr	\$25/mtg	\$64/hr		\$50	Yes	No	No
Mezzanine	49		\$64/hr	\$25/mtg	\$64/hr		\$50	Yes	No	No

****See page #4 for Food, Alcohol, and Amplified Sound requirements and specifications****



V. REGULATIONS: FOOD, ALCOHOL, CATERERS

A. Food, Beverages, Alcohol

1. Meals can only be served in the Auditorium. Beverages (including coffee, tea, water or other non-alcoholic drinks) as well as light snacks (e.g. cookies) may be served in the Mezzanine, Dance Theater, Conference, Dance Aerobics, and Ceramics Rooms.
2. The Kitchen Use Guidelines (separate document) lists kitchen equipment available along with detailed operating procedures on proper use.
3. No open flames (including candles, charcoal, or gas barbeques) of any kind are allowed on the premises (indoor or outdoor).

B. Alcohol

1. Serving/consumption of alcoholic beverages is permitted only when requested, approved, and stated on the rental contract. If a professional bartender is hired to serve drinks, the caterer's rules apply (see below).
2. Alcohol is allowed in the Auditorium only.

C. Caterers

1. Caterers used to serve or prepare food on site must be listed in our current City of Santa Clara's "Approved Caterer's List." This list is available at the Senior Center.
2. Food prepared offsite and brought into the facility does not require use of a caterer from the Approved Caterer's List.
3. If a caterer not listed is desired, the caterer must complete the required documents provided by the City and other requirements (i.e. business license, proof of insurance) for approval. Required documents are available at the Senior Center. The name of the selected caterer and required documents must be submitted to the Senior Center no later than 10 (ten) days prior to the date of the event. Once approved, the caterer will be added to the City's "Approved Caterer's List" for one year.
4. Caterers and participants may enter the facility no earlier than the time listed on the permit.

VI. AMPLIFIED SOUND

- A. Amplified sound is permitted in the Auditorium only when requested and listed on the approved contract.
- B. Sound cannot exceed 55db up to 10:00pm and 50db after 10:00pm. (Santa Clara Municipal Code#9.10.040)
- C. A single microphone can be reserved from the Parks and Recreation Department for private parties for an additional refundable deposit of \$75.
- D. The Parks and Recreation Department does not rent projectors, screens, stage lighting or other visual equipment.

VII. SET UP AND CLEAN UP

A. Set up

1. Building Maintenance staff personnel will be onsite during events to attend to all facility needs. Three additional hours (beyond start and end times) will be added to all rentals. Quantity of Staff scheduled is determined at the sole discretion of the Parks and Recreation Department.
2. Tables and chairs are provided and set up by Parks and Recreation Department staff. No additional tables and/or chairs can be brought onto City premises.
3. Parks and Recreation Department staff is responsible for emptying garbage cans, sweeping, and mopping floors.



4. Only decorations that can be removed without damaging walls and/or painted surfaces are permitted.
5. Applicants are responsible for setting up decorations, table settings, food service, and any other approved equipment used by their party.

B. Clean up

1. Applicant is responsible to clear tables, dispose of decorations, and put all waste into the garbage containers provided.
2. Senior Center staff will empty all garbage containers onsite and provide additional bags as needed.
3. Facility must be cleaned up and all individuals out of the Senior Center by the end time noted on the approved contract.
4. The facility and premises must be returned to original condition upon completion of the permit.
5. Applicant is responsible for any and all damages resulting from the misuse of City property.
6. Applicant is responsible for any additional staff time the City deems appropriate to ensure the facility is left in original condition. Additional fees can be deducted from the security deposit or a secondary billing will be initiated.

VIII. GENERAL INFORMATION

- A. Applicant must be present at the event for the duration of the contract.
- B. Applicant must have a copy of the approved Facility Use Permit to provide to staff if requested.
- C. If the residence noted on permit is found to be falsified, all fees along with facility reservations will be forfeited.
- D. Smoking in any public building and within 20 feet of any operable entrance, door, or window is prohibited. (Santa Clara City Ordinance 1654 section 8.35.030)
- E. If facility reservation regulations are violated, the applicant forfeits both the use fees, as well as the security deposit. Any application for future use will be denied.
- F. A permit can be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara and/or when the facility is needed for a program sponsored by the Parks and Recreation Department.
- G. Tossing rice, birdseed, or other similar items is not allowed on City property.
- H. Only one reservation per day will be approved at this facility.
- I. If Parks and Recreation Department staff is not present at the start time of the permit, please contact Santa Clara Police Department at the non-emergency number (408-615-5580).